Canceling Within Purchase Orders

Exercise 1: Create a PO with Multiple Lines, Schedules and Distributions.

Until a PO is dispatched, the only lines available to "cancel" are the distribution lines. Users may delete a line item or schedule rather than cancel it.

Steps	Directions	Comments
BEFORE STARTING THE EXERCISE, PLEASE MAKE SURE THAT YOU ARE IN THE TRAINING ENVIRONMENT: https://www.connectnd.us/psp/ndrt/?cmd=login. Use your regular User ID and password.		
1.	**Navigation:** *Purchasing → Purchase Orders → Add/Update POs*	
2.	First let's enter a new PO that we can use for these exercises. On the "Add a New Value" Page Verify **Business Unit (BU)** Keep **PO ID** as **(NEXT)** Click Add.	Click to search BU (if needed). The Purchase Order number should default in as NEXT. DO NOT change or overwrite this information.
3.	**Maintain Purchase Order Page** Enter vendor number 0000005962 in the Vendor ID field and click on the magnifying glass for that field. If Lancashire Dist. Inc - USA appears in the Search Results, click on the blue hyperlink on that page. You will be taken back to the main PO screen.	Use Lancashire Dist. Inc. - USA, vendor #0000005962 for this particular exercise.
4.	Click on **Vendor Details** to verify that the address is 3700 East Divide Avenue in Bismarck. Click OK.	
5.	Enter yourself as a buyer by using the look-up feature to find the value.	*Some of the defaults may fill in based upon the Buyer Setup.*
6.	Enter a PO Reference to describe the purchase or the project it is being purchased for. For this exercise, you may just want to enter "Canceling POs"	

7.	Click the **PO Defaults** hyperlink.
	• Verify that the "Override" button is selected under Default Options.
	• Fill in any fields on this page that will pertain to each line of your purchase order, such as:
	  ○ Category or unit of measure
	  ○ The Ship To location
	  ○ A SpeedChart
	  ○ Or any other accounting information each line has in common.
	• Enter today's date as the Due Date.
	• Click 'OK.'
		To save time, do not enter any Comments on this PO.

8.	Move to the section called **Lines**. • You may ignore the field called 'Item.' • Description – Enter "**Materials**" • PO Qty – Type in **7**. • UOM (Unit of Measure) – **EA** for each.	

<table>
<tr><th>Steps</th><th>Directions</th><th>Comments</th></tr>
<tr><td></td><td>Category – Enter “96793”
Price: $75.00.</td><td></td></tr>
<tr><td>9.</td><td>Add a second line item by clicking the + sign on the far right side of Line 1.
A Script Prompt box will appear asking how many rows you wish to add. Enter “1” and click OK.
Description: Enter “Cancel this line.”
Enter PO Qty of 1.
UOM: “DOZ”
Category: “88332”
Price - $1,000
Click Refresh.
Verify that “Receiving is Optional” is selected on both lines..</td><td></td></tr>
<tr><td>10.</td><td>Click the Schedule icon on the far right of the Line 1.</td><td></td></tr>
<tr><td>11.</td><td>Schedule Page
For Line Item 1:
<u>Schedule 1</u>:
Verify Due Date, Ship To, Price, and Amount.
For this exercise, change the PO Qty from 7 to 6.
Click Refresh.</td><td>You may receive a warning message that the quantities do not match between the Schedule page and the Main page. Just Click “Yes” to keep the new value.</td></tr>
<tr><td>12.</td><td>Add a second schedule to Line 1 by clicking the + sign on the far right side of the schedule line, next to the distribution icon.
A Script Prompt box will appear asking how many rows you wish to add. Enter “1” and click OK.</td><td></td></tr>
<tr><td>13.</td><td><u>Schedule 2</u>:
Enter different Ship To, keep the same Due Date as in Schedule 1, verify that the PO Qty of 1 carried forward, and verify the Unit Price (Should be the same as Schedule 1).</td><td></td></tr>
<tr><td>14.</td><td>Distribution for Schedule 1
Click the distribution icon on Schedule 1.
Add more distribution lines by clicking the + sign on the far right side of the page, next to the Sales Tax/Use icon.
A Script Prompt box will appear asking how many rows you wish to add. Enter “2” and click OK.</td><td>Only some of the accounting fields will fill in based upon the first line.</td></tr>
<tr><td>15.</td><td>Make sure the Distribute by drop-down box says “Quantity.”
On Line 1, enter a quantity of 2.000.
Enter a quantity of 2.00 on Lines 2 and 3 also.
Enter the appropriate accounting information for your agency on each line:
Account (anything beginning with a “5” or “6”)
Oper Unit
Fund
Class
Click OK.</td><td>NOTE: Applying speedcharts at this point does not work well – it will eliminate Lines 2 and 3.</td></tr>
</table>

Steps	Directions	Comments
16.	Click the distribution icon on Schedule 2. Verify the accounting values, especially the account number to make sure it did not change. Enter any project information as needed. Click OK.	
17.	You will be returned to the **Schedules** Page. Either click 'View All' to see all the schedules for both lines **(a),** or Click the arrow button to see the schedule for Line 2 **(b).**	
18.	***For Line Item 2:*** *Schedule 1:* Verify Due Date, Ship To, Price, and Amount. Click the distribution icon on Schedule 1. Verify the accounting values, especially the account number to make sure it did not change. Enter any project information as needed. Click OK.	
19.	You are on the Schedule Page; click the **Return to Main Page** hyperlink to get back to the Maintain PO screen. Then click Save.	Record this PO number here: _________
20.	The total dollar amount of your PO should be **$1,525.00**. **Budget Check** the PO. When the **Budget Status** says "Valid", your PO is budget checked and ready to be approved.	
21.	**Approve Amounts** **Navigation:** *Purchasing → Purchase Orders → Approve Amounts*	
22.	Verify that the word "Approve" shows up in the **Approval Action** box. Click Save. The **Approval Status** should change from "Initial" to "Complete."	**Note:** For training purposes, your security should be set up to approve all your own purchase orders and requisitions in one step. In the live PeopleSoft system, some buyers may have to do the initial approval only and put the PO into workflow or a final approver. That is covered in the Final Approvers Checklist.
23.	Dispatch the Purchase Order **Navigation:** *Purchasing → Purchase Orders → Dispatch POs*	
24.	On the '**Find an Existing Value'** Page: Click Search. The run control ID you set up previously should show up (DISPATCH_PO). Click on that link.	
25.	Make sure that your business unit filled in on both the Business Unit fields.	

Steps	Directions	Comments
	Enter the PO you wish to print by: • Entering the PO number in the PO ID field, or • Click the **Select Purchase Order** hyperlink and search. Click Run.	
26.	The **Process Scheduler Request** page will come up. Make sure the **Server Name** is blank. Select the box next to '**PO Dispatch/Print'** in the middle. ➢ Verify that the Type = **Web** and the Format = **PDF**. Slick OK.	
27.	Click on the **Process Monitor** hyperlink. Verify that your user ID appears in the upper left corner. Look for the Process Name **POPO005**. Click the Refresh button every 60 seconds until the run status changes to "**Success"** and the distribution status is **Posted**.	*Be sure to use the PO number from Step 19 above.*
28.	Click the **Details** hyperlink, then the **View Log/Trace** link. Click the **PDF** link that begins with "**POPO005**" to verify that the PO dispatched correctly.	*If the PO did not dispatch properly, go back and verify that the PO has a valid budget check status and that it has an approval status of* ***Complete****.*
29.	Your PO is ready to be used in the following practice exercises.	

Exercise 2: Cancel a Line Item.

Steps	Directions	Comments
1.	**Navigation:** *Purchasing → Purchase Orders → Add/Update POs*	
2.	Click the 'Find an Existing Value' Tab Verify **Business Unit (BU)** **PO Status**: Select "**Dispatched**" from the drop-down box. Click Search. Select the PO ID that you entered in Exercise 1.	
3.	You are going to cancel Line Item 2, the one dozen items for $1,000.00. If you customized your screens as suggested in our checklist (see right), you should see a ❌ on the far right side of Line 2. Click on that ❌ .	*For customizing PO screens, see the checklist titled "Customizing PO Lines" at* http://www.nd.gov/spo/connectnd/docs/customization-po.pdf.
4.	Click Yes on the next screen to verify your action.	
5.	You will be taken back to the **Maintain Purchase Order Page.** You will see that Line 2 has a status of "**Canceled**" now.	
6.	Click Save. This action creates a Change Order as shown below the PO ID at the top of the screen. Budget Check the PO again, as the total dollar amount has changed.	
7.	Keep this PO open for the next exercise.	

Exercise 3: Cancel a Schedule.

Steps	Directions	Comments
1.	**Navigation:** *Purchasing → Purchase Orders → Add/Update POs*	
2.	Click the 'Find an Existing Value' Tab Verify **Business Unit (BU)** **PO Status**: Select "**Dispatched**" from the drop-down box. Click Search. Select the PO ID that you entered in Exercise 1.	
3.	For this exercise, you are going to cancel a schedule on Line Item 1. Click the Schedule icon on the far right of the Line 1.	
4.	**Schedule Page** ***For Line Item 1:*** *<u>Schedule 2</u>:* Let's cancel Schedule 2 for just one item. Click on the 'Statuses' Tab as shown to the right.	
5.	You should see a ✕ on the far right side of Line 2. Click on that ✕.	
6.	Click Yes on the next screen to verify your action.	
7.	You will be taken back to the **Schedules Page.** You will see that Schedule 2 of Line 1 has a status of "**Canceled**" now. Click the link **<u>Return to Main Page</u>**.	
8.	Click Save. You will receive a warning that there was an error between the quantity amounts between the schedule page and the line item on the Main Page. Click OK. The system will change the total on the main page to match what you did on the Schedules page.	
9.	Budget Check the PO again and make sure the Budget Status is "Valid."	
10.	Approve the PO and dispatch the PO again to prepare it for the next exercise.	

Exercise 4: Cancel a Distribution Line.

Steps	Directions	Comments
1.	**Navigation:** *Purchasing → Purchase Orders → Add/Update POs*	
2.	Click the 'Find an Existing Value' Tab Verify **Business Unit (BU)** **PO Status**: Select "**Dispatched**" from the drop-down box. Click Search. Select the PO ID that you entered in Exercise 1.	
3.	For this exercise, you are going to cancel a distribution line on Line Item 1, Schedule 1. Click the Schedule icon on the far right of the Line 1.	
4.	**Schedule Page** Since Schedule 2 for this item has already been canceled, click on the distribution icon for Schedule 1.	
5.	**Distributions for Schedule 1** Let's eliminate one of the three distribution lines.	
6.	To remove an incorrect distribution line, you have two choices: 1) Simply click the minus sign (-) by the wrong distribution line; or 2) Cancel the incorrect distribution line. <u>This exercise will walk through this option.</u>	
7.	Click the '**Statuses**' tab, the last of the five tabs on this distribution screen. On this screen you will see a ✕ for each distribution line. Click the ✕ for the third line.	
8.	Click the '**Chartfields**' tab to get back to the accounting information. You will see the status of Dist. Line 3 shows "canceled." We will want to keep the total quantity of six, so we will have to redistribute the percentages and quantities.	
9.	Change the quantities on both lines 1 and 2 to **3.000.** When you tab over, the system will split the percentage equally to 50 percent. Click **OK.**	*If you needed to make any other changes to the accounting information in the "real world," this would be the time to do it.*
10.	Click the link <u>**Return to Main Page**</u>. Click Save.	
11.	Budget Check the PO again; you should not have to put it through the approval process or dispatching again, since you only changed the distribution lines in this exercise.	*For a quick review on how to cancel lines in a PO, see the checklist at:* http://www.nd.gov/spo/connectnd/docs/cancel.pdf.